

President and Chair of Trustees Role Description & Person Specification

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President and Chair of Trustees, Royal Photographic Society

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[XXX] indicates Regulation to be written and ratified

President & Chair of Trustees

Role Description

Role Title

The **President** is *ex-officio* the **Chair of the Board of Trustees** under provision of RPS By Law 11.2 and all references to “the President” shall mean the “President and Chair of Trustees.”

Appointment

The President shall be recruited and elected by the process prescribed by RPS Regulation [to be drafted by NomCom and reviewed/ratified by Board]

Term of Office

The President shall serve for a term of two years. A further term of two years may be served if once again elected by the Members but a President who reaches six consecutive years on the Board of Trustees during his first term in office as a President may not be elected for a further term. This is as provided by RPS By Law 11.3

The person elected to be the President shall take up their office from the conclusion of the Annual General Meeting at which the incumbent President retires, as provided by By Law 11.4

In the event the office of President becomes vacant before completion of the incumbent’s term of office, the Board of Trustees shall, as soon as is practicably possible, arrange for the election of a new President who shall serve until the next Annual General Meeting and then for a term of two years. A further term of two years may be served if once again elected by the Members. This is as provided by RPS By Law 11.7

While the post of President remains vacant, the Deputy Chair of Trustees shall perform the functions of President as provided by RPS By Law 11.8 but shall not be Acting President.

Objectives

There are three primary objectives of the role of President:

1. To provide leadership and vision for the trustees to enable them to fulfil their responsibilities for the effective governance of the RPS.
2. To support the Chief Executive Officer (CEO) and the Senior Leadership Team (SLT) to achieve agreed objectives and the strategic vision.
3. To act as an ambassador for, and be the public face of, the RPS.

Principal responsibilities

- To chair all General and Board meetings.
- To deliver an Address to the RPS during their term of office.

Other key responsibilities

(1) Strategic Leadership

- Ensure effective leadership to the RPS and its Board, ensuring that the RPS has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their responsibilities for the effective governance of the RPS.
- Work with the CEO of the Society to provide leadership and focus on achieving the goals of the RPS Strategic Plan, including ensuring that the Board engages in a regular review of progress against its objectives, as well as encouraging timely problem solving, idea generation and 'course correction', as required.
- Facilitate the Board of the RPS to be ambassadors of the Strategic Plan and of the behaviours required of a forward thinking and acting arts and education organization, both in UK society and on a global stage.
- Ensure that the Board prioritizes the charitable objectives of the RPS and provides clear strategic, regulatory and moral direction for the RPS.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the RPS, with systems in place to ensure financial accountability.
- Act as a critical friend to the RPS Executive staff, ensuring strategic aims and objectives are challenged in line with the requirements of good governance.

(2) Governance

- Ensure that the governance arrangements are working in the most effective way for the RPS.
- Develop the knowledge and capability of the Board and of individual Trustees.
- Provide leadership and direction to the Board, encouraging positive change and resolving any conflicts.
- Ensure trustees act in a non-executive capacity.
- Appraise the performance of the Board on an annual basis.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.
- Work within any agreed policies adopted by the Board.

(3) External Relations

- Act as an Ambassador for the objects of the RPS and for the RPS as an organisation.
- Build and maintain effective relationships with members of Government and key influencers.
- Act as a spokesperson for the organisation.

- Represent the RPS at external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.
- Support RPS executive staff in developing appropriate external relationships in support of the strategic aims and objectives.

(4) Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the RPS and that the Board takes collective ownership of decisions.
- Foster, maintain and ensure that constructive relationships exist with, and between, the Trustees.
- Work closely with the CEO to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
- Ensure that decisions taken at meetings are implemented.
- The Chair has the right to attend (as an *ex-officio* member) the three principal sub-committees (Nominations' Committee, Representatives' Committee and Members' Committee), together with any other standing or *ad hoc* Committees or Working Groups of the RPS. Unless a formal member of a Committee, such attendance is as an observer.

(5) Relationship with the Chief Executive Officer (CEO) and the Senior Leadership Team (SLT)

- Establish and build a strong, effective and constructive working relationship with the CEO, ensuring that agreed strategic objectives are met.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the CEO to maintain an overview of RPS affairs, providing support as necessary.
- Conduct an annual appraisal for the CEO in consultation with other Trustees.
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support.
- As required, attend SLT meetings to develop and maintain open and supportive relationships with SLT members.
- If necessary, take the lead on resolving any conflict between the CEO and the SLT.

(6) Relationship with the Deputy Chair

- When the Chair is unavailable, the Deputy Chair acts for the Chair.
- Whenever appropriate, the Deputy Chair will undertake assignments at the request of, and on behalf of, the Chair.

Note:

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

President & Chair of Trustees

Role Description

Membership of the RPS

As is a requirement for all Trustees of the RPS, the President must be a fully paid-up Member (or Honorary Member or Honorary Fellow) of the RPS.

Personal Qualities

- Honesty, integrity and a robust commitment to work for the sustainable development of the RPS and for the benefit of its members and beneficiaries.
- A long-standing, strong, and visible passion and commitment to the RPS, its charitable objects, its strategic objectives and its wider cause.
- Personal gravitas to lead a significant national charity and international organisation.
- Strong inter-personal and relationship-building abilities and to be comfortable in an ambassadorial role.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilized for the benefit of the RPS.
- Ability to foster and promote a collaborative team environment.
- Able to commit time to expertly deliver on the role of President and Chair of Trustees.
- Willing to work out of normal office hours and to travel extensively for RPS purposes.
- Personal resilience, particularly if faced with resistance to change.

Experience

- Operating at a senior strategic leadership level (ideally a board position or, as a minimum, senior management team) within an organisation of similar size or structure to the RPS.
- Demonstrate a successful track record of achievement throughout their career.
- Experience of charity governance and working with, or as part of, a Board of Trustees.
- Experience of external representation, delivering presentations and managing stakeholders.
- Significant experience of chairing meetings and events.

Knowledge and Skills

- Broad knowledge and understanding of the photography sector, encompassing history, fine art, professional and enthusiast segments, as well as current issues affecting that sector.
- Familiarity with partner and competitor organisations in the photography sector.
- Strong leadership skills and the ability to operate strategically, with a focus on achieving objectives.
- Motivate, inspire and support staff and volunteers.
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.